



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>January 17, 1975</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>JAN 27 1975</b> Application No.: <b>75-90</b> Date Completed: <b>APR - 9 1975</b>	
2. Agency Application No. <b>5</b>				4. Person to Contact <b>Harry B. Brown, Jr.</b>	
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Veterans Service 1 Hunter Street, SW (Supply &amp; Records Divn.) Atlanta, Georgia 30334</b>				5. Working Title <b>RMO</b>	
				6. Tel. No. <b>656-2332</b>	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
**CA 1930 to Date**

9. Exact Series Title  
**Veterans Case Files (Central Office)**

10. What is the function of the office in which this record series is created?

The Department of Veterans Service is responsible for promoting and protecting the rights and interests of veterans in Georgia. The Department informs veterans, their dependents, and beneficiaries of benefits, such as education training, health and medical aid, rehabilitation services, housing and employment opportunities, death and disability claims and other benefits prescribed by Federal, State, and local laws. In addition, the Department also provides assistance in the preparation and prosecution of claims.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to maintaining case files on veterans who file claims for veterans benefits through the Department.

Included are: (See attached listing to agency application #4).

File is arranged: Alpha-numerically by Veterans Service Office Control no.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1031	1546.5		50	75		
Legal-size File Drawers			Floor Space Occupied (Square Feet)		1860 sq. ft.		
Shelves		1325.00	AVERAGE DAILY REFERENCES		This Year's	Last Year's	Preceding Year's
					500	500	500

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [X] [ ]  
This office is the office of record.  
Field Office has copy and V.A. Federal Office has partial duplication.
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [X] [ ]  
Privileged information therein.
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]  
Information could be obtained from field offices or from VA files.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]  
Veterans benefits continue to flow for unlimited time.

24. REQUIREMENTS. The following requires the files to be kept permanent years:

a. [X] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [ ] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Ga. Code Annotated 78-413 The director shall maintain full, adequate and complete copies of all records pertaining to claims on veterans who file for claims for veteran's benefit through the department.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER \_\_\_\_\_, then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [X] Other: (Specify) \_\_\_\_\_

\_\_\_\_\_; withdraw all files that are inactive for five years and  
or transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES		DATE
<i>[Signature]</i>	1-17-75	<i>[Signature]</i>		Jan. 21 1975
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>		4-8-75
	State Auditor/Designee [ ] Approved [ ] Disapproved	<i>[Signature]</i>		4-4-75
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>		4-9-75
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>[Signature]</i>		

STATE RECORDS COMMITTEE

Included ~~may~~ <sup>may be</sup>: (SEE APPLICATION # 74-339 FOR ACTUAL SAMPLES)

Training Request, VSO Form 55  
Benefits Checklist - Vietnam, VSO Form (VN-36)  
Request for copy of death certificate, VSO Form 35  
Request for copy of dependant's birth certificate, VSO Form-34  
Monetary Benefits, VSO-18  
Record of Long Distance Calls, VSO Form 16  
Case Summary, VSO-12  
Application for Aid and Attendance Under Provisions of Public Law 90-77 For Widow, VSO-3-A  
Application for Veteran's Certificate of License Exemption, Form VSO TE-A  
Certificate of Eligibility, DLB - 21  
Application for Automobile or Other Conveyance, VA form 21-4502  
Request for Confidential Verification of Birth, VA form 21-4504  
Election of Compensation or Pension in Lieu of Retired Pay or Waiver of Retired Pay to Secure Compensation or Pension from Veterans Administration (38 U.S.C., 3104 (a) - 3105)  
Request for Change of Address, VA Form 572  
Application for Amounts on Deposit for Deceased Veteran, VA Form 21-6898  
Application for Amounts Due Estates of Persons Entitled to Benefits, VA Form 21-609  
Application for Accrued Benefits by Widow (Widower), Child, Parent, Brother or Sister, VA Form 21-551  
Application for Reimbursement From Accrued Amounts Due A Deceased Beneficiary, VA Form 21-601  
Supporting Statement Regarding Marriage, VA Form 21-4171  
Statement of Martial Relationship, VA Form 21-4170  
Report of Income From Sale of Property (Protected Pension Law), VA Form 21-6783  
Report of Income From Property or Business, VA Form 21-4185  
Request for Information Concerning Family Unusual Medical Expenses, VA Form 21-8416a  
Statement of Income and Net Worth - Disability, VA Form 21-6897  
Income Statement for Parent Claiming Dependency and Indemnity Compensation, VA Form 4179c  
Statement in Support of Claim, VA Form 21-4138  
Information From Remarried Widow, VA Form 21-4103  
Statement of Income and Net Worth, VA Form 21-4100  
Application For Dependency and Indemnity Compensation by Child, VA Form 21-4183  
Application for Dependency and Indemnity Compensation by Parent(s), VA Form 21-535  
Application for Dependency and Indemnity Compensation or Death Pension or Death Pension By Widow or Child, VA Form 21-534  
Statement of Dependency, VA Form 21-509  
Income--Net Worth and Employment Statement, VA Form 21-527  
Veteran's Application for Compensation or Pension at Separation From Service, VA Form 21-526e  
Veteran's Application for Compensation or Pension, VA Form 21-526 (Green)  
Request For and Consent to Release Information From Claimant's Records, VA Form 07-3288  
Authorization For Release of Information, VA Form 21-4142

Claim for Payment of Cost of Unauthorized Medical Services,  
 VA Form 10-583  
 Application For Medical Benefits ASSET-INSURANCE DATA, VA  
 Form 10-10f  
 Application for Medical Benefits for Dependents or Survivors,  
 VA Form 10-10d  
 Medical Certificate and History, VA Form 10-10m  
 Application for Medical Benefits, VA Form 10-10  
 Request for Approval of School Attendance, VA Form 21-674  
 Enrollment Certification, VA Form 21E-1999  
 Request for Change of Program or Place of Training, VA  
 Form 21E-1995  
 Application for Program of Education or Training, VA Form  
 22-1990  
 Disabled Veterans Application for Vocational Rehabilitation,  
 VA Form 21E-1900  
 Request By Eligible Person for Change of Program or Change of  
 Place of Training, VA Form 21E-5495  
 Application For Educational Assistance, VA Form 21E-5490  
 Widow's or Wife's Application For Educational Assistance,  
 VA Form 21E-5490w  
 Request For Information and Assistance, VA Form 23-8386  
 Statement of Accredited Representative in Appealed Case,  
 VA Form 1-646  
 Appeal to Board of Veterans Appeals, VA Form 1-9  
 Declaration of Marital Status, VA Form 21-686c  
 Appointment of Service Organization as Claimant's Repre-  
 sentative, VA Form 23-22  
 Request for Certificate of Veteran Status, VA Form 26-8261a  
 Veteran's Initial Application in Acquiring Specially Adapted  
 Housing, VA Form 21-4555  
 Request for Determination of Loan Guaranty Eligibility -  
 Unremarried Widows, VA Form 26-1817  
 Request for Determination of Eligibility and Available Loan  
 Guaranty Entitlement, VA Form 26-1880  
 Application for United States Flag for Burial Purposes, VA  
 Form 07-2008  
 Application for Burial Allowance and Accrued Amojnts, Payable  
 as Reimbursement, VA Form 21-121  
 Assignment - Government Life Insurance Benefits, VA Form 21-538  
 Application for Burial Allowance, VA Form 21-530  
 Certificate of Relationship, VA Form 21-4117  
 Claim for Disability Insurance Benefits, VA Form 29-357  
 Reimbursement Waiver, VA Form 21-5328  
 Selection of Optional Settlement By Beneficiary, VA Form 21-1501b  
 Selection of Optional Settlement By Beneficiary, VA Form 21-669  
 Claim for Death Benefits, VA Form 29-8283  
 Claim for Life Insurance or Indemnity, VA Form 21-4125  
 Change of Mode of Premium Payment, VA Form 29-1555  
 Certification of Change or Correction of Name, VA Form 9-586  
 Application for Total Disability Income provision, VA Form 29-1606  
 Application for Policy Loan, VA Form 29-1547  
 Application For Cash Surrender Value, VA Form 29-1546  
 Insurance Deduction Authorization, VA Form 29-888  
 Change of Address For Insurance Purposes, VA Form 29-889  
 Designation of Beneficiary and Optional Settlement, VA Form 29-336  
 Authorization for Relaease of Information from Insurance,  
 VA Form 29-4337

Authorization for Release of Information From Insurance  
Records, VA Form 29-4337  
Application for Total Disability Income Provision, VA Form 9-1616a  
Application for Protection of Commercial Life Insurance Policy,  
VA Form 29-380  
Application For Change of Permanent Plan (Nonmedical), VA  
Form 29-1550  
Application For Change of Permanent Plan (Medical), VA Form 29-1549  
Application for Conversion (Government Life Insurance), VA  
Form 29-358  
Application For Reinstatement, VA Form 29-353  
Supplement to Medical Application For Government Life Insurance,  
VA Form 29-352a  
Application For Reinstatement (Medical), VA Form 9-352  
Application For National Service Life Insurance (Medical),  
VA Form 29-4364  
Application For Insurance (Nonmedical), VA Form 29-4354  
Application For Insurance (Medical), VA Form 9-4353  
Application For Correction of Military or Naval Record,  
DD Form 149  
Application for Headstone or Marker, DD Form 1330  
Application for Gold Star Lapel Button, DD Form 3  
Application for Admission - Georgia War Veterans Nursing Home,  
VSB-1  
Services and/or Supplies Provided by Civilian Sources (Except  
Hospitals), DA Form 1863-2  
Request for Extended Hospitalization, CHAMPUS Form 132  
Application for Retirement - Civil Service Retirement System,  
Standard Form No. 2801  
Veteran Preference Claim, Standard Form 15  
Application For Search of Census Records, Form 12-611 (formerly  
10-611, 10/17/62)  
Request Pertaining to Military Records, Standard Form 180